



## T7316E Telephone User Card



1-800-4 NORTEL  
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## Your T7316E telephone

### A Telephone light

Flashes for incoming calls.

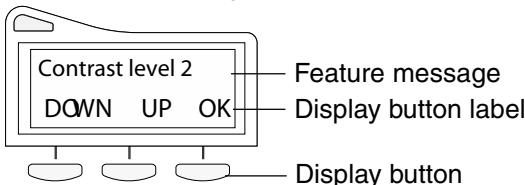
Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.

### B Adjustable tilt display

Shows the time and date, call and feature information.

### C Display buttons

The label for display buttons appear in capital letters on the bottom of the display. Display buttons change with each feature you use.



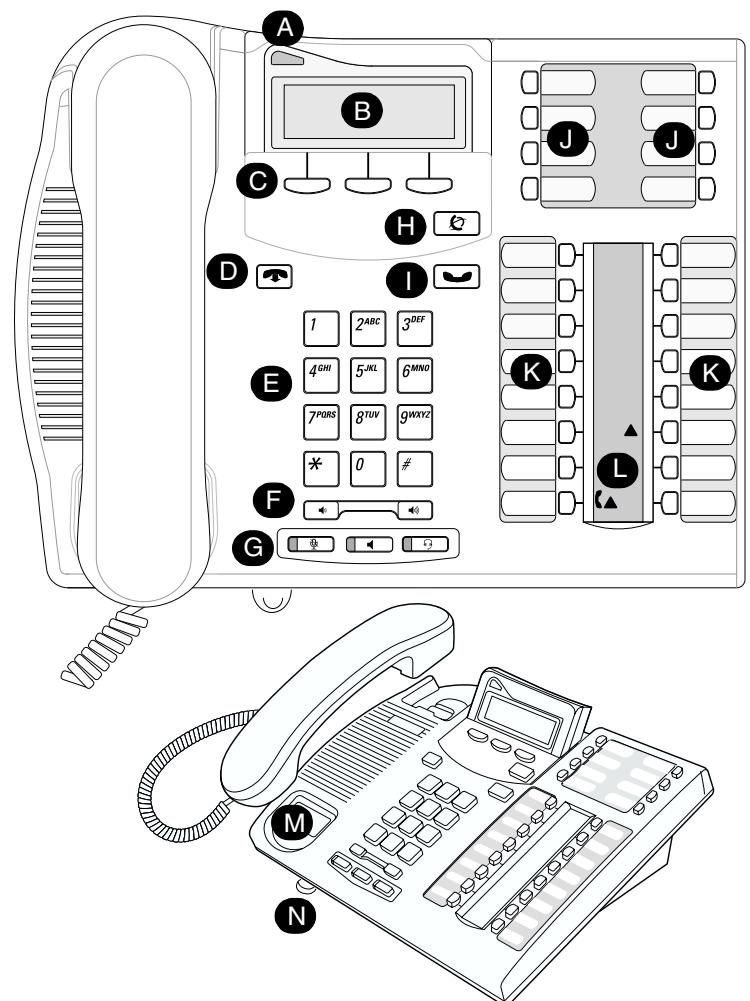
### D Release button

Ends an active call or feature.

### E Dial pad

### F Volume control

Adjusts the handset, handsfree, headset and ringer volume.



## More on your T7316E telephone

### G Audio cluster buttons

#### H Mute button

Turns the microphone off or on when you are on a call.

#### I Handsfree button

For more information on using the handsfree feature, refer to the "Handsfree calls" section in this card.

#### J Headset button

Turns the headset mode on.

### H Feature button

Starts or ends a feature.

### I Hold button

Places calls on hold.

### J Memory buttons

### K Memory and line buttons

### L Indicators

Appear next to active line and memory buttons.

### M Number card

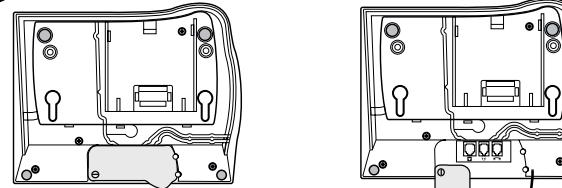
Write your extension number on this card.

### N Feature card plate

Storage compartment for your feature card.

## Cord connections

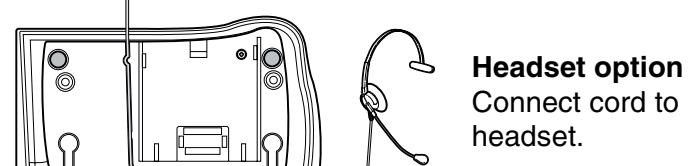
1



Slide feature card plate down.

2

**Desk mount option**  
Route line cord through the stand.



**Headset option**  
Connect cord to headset.

Connect cord to handset.  
**Warning**  
The earpiece/mouthcap region on the handset may attract and retain small objects.

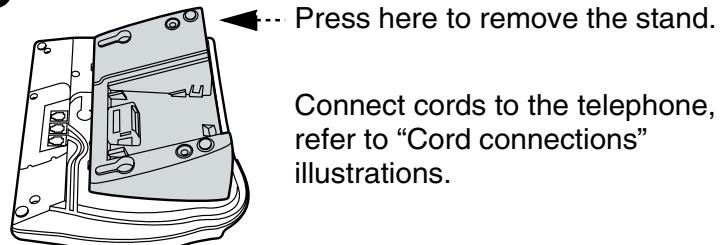


Connect line cord to wall jack.

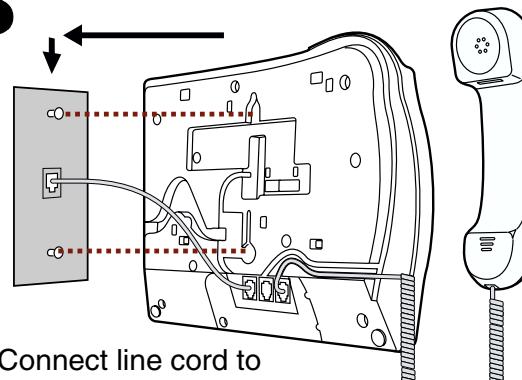
3

## Wall mount without a telephone stand

1



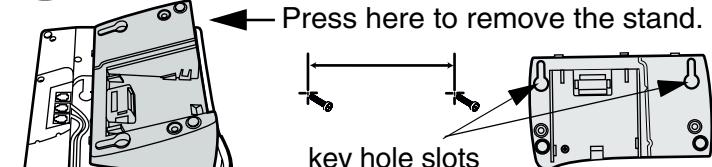
2



Connect line cord to wall jack.  
Place the telephone onto the wall mount plate and slide it down.

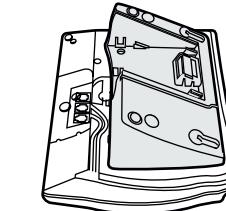
## Wall mount with a telephone stand

1



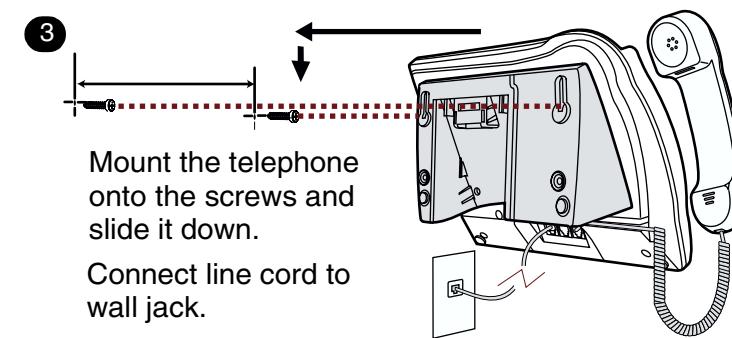
key hole slots  
Use the key hole slots on the stand to mark the location for the screws. Tighten screws for a secure fit.

2



Mount the stand as shown.  
Connect cords to the telephone, refer to "Cord connections" illustrations.

3



Mount the telephone onto the screws and slide it down.  
Connect line cord to wall jack.

## Telephone setup

### Display contrast level

Adjust the contrast of your display.

1. Press **OK** \* 7.
2. Press **UP** or **DOWN** to view the levels.
3. Press **OK** to select a level.

### Language choice

#### Primary Language

Select Primary Language for the telephone display.

#### Alternate Language

Select Alternate Language for the telephone display.

#### Alternate Language 2

Select Alternate Language 2 for the telephone display.

#### Alternate Language 3

Select Alternate Language 3 for the telephone display.

### Ring type

Select a different ring for your telephone.

1. Press **OK** \* 6.
2. Press **1**, **2**, **3**, **4** or **NEXT** to hear the different ring types.
3. Press **OK** to store the ring type.

## Button inquiry

Check what is programmed on your buttons.

1. Press \* 0 .
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

**Line**  
XXX (LINENAME)  
SHOW OK

**Intercom**  
XXXX (SETNAME)  
NEXT VIEW

**Internal autodial**  
Autodial XXXXX

**External autodial**  
XXXXXXXXXX

**Feature**

(FEATURENAME)  
SHOW OK

4. Press or when finished.

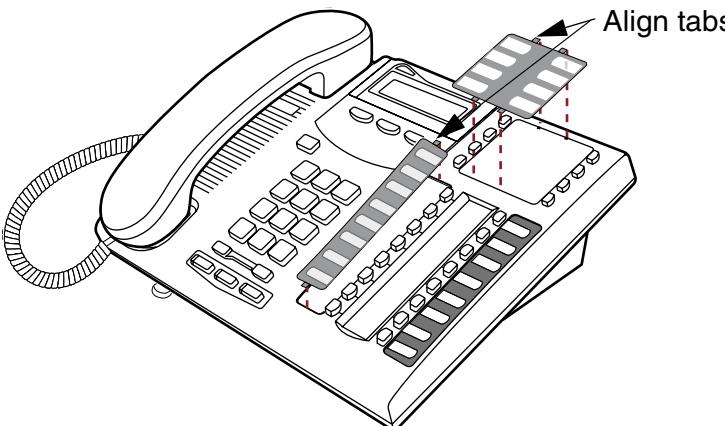
## Button labels

Use the three button label strips on the telephone to show what is programmed on the buttons.

Spare button label strips are provided with your telephone.

### How to label your buttons

1. Remove the plastic lens and button label strips from the telephone.
2. Write the name of each button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.



### Tip

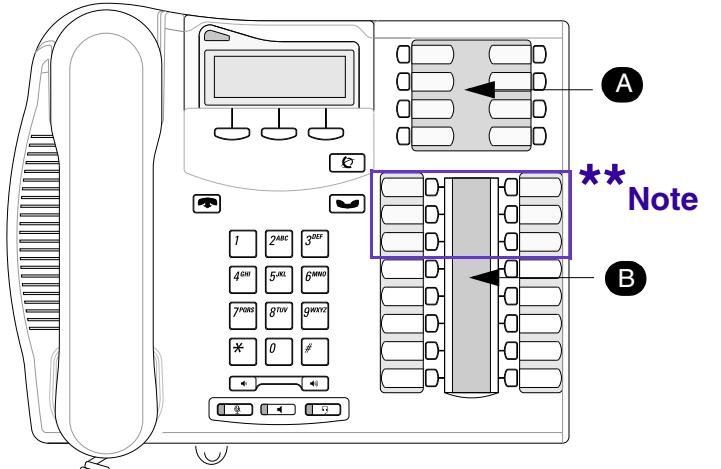
Use the Desktop Assistant application to customize button label strips for your telephone.

Go to [www.nortelnetworks.com](http://www.nortelnetworks.com) and download the Desktop Assistant application to your personal computer.

## Memory buttons

Memory buttons are buttons not assigned as line, intercom or handsfree buttons.

Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.



**A** Memory buttons without indicators for autodial numbers and features.

**B** Memory, line or intercom buttons with indicators. Depending on system software and feature activation, the type of indicators shown for memory, line or intercom buttons will vary.

Examples:



**Note** In older system software versions, these six buttons are assigned as memory buttons only. Indicators ( $\blacktriangle$ ) will appear for internal autodial numbers only.

## Programming memory buttons

You can program a memory button with a new number or feature.

### External autodial

1. Press \* 1 .
2. Press a memory button.
3. Dial the external number.
4. Press OK to store the number.
5. Label your new button.

### Internal autodial

1. Press \* 2 .
2. Press a memory button.
3. Dial the extension number.
4. Press OK to store the number.
5. Label your new button.

### Features

1. Press \* 3 .
2. Press a memory button.
3. Press and enter the feature code.
4. Press OK to store the feature code.
5. Label your new button.

### How to erase memory buttons

1. Press \* 1 .
2. Press a memory button.
3. Press to erase the button.

## Making and answering calls

### Making calls

There are many ways to make a call, depending on your telephone programming and the type of call.

#### External calls using line buttons

1. Lift the handset.
2. Press a line button. The line button indicator ( $\blacktriangle$  or  $\triangle$ ) turns on.
3. Dial the external telephone number.

#### External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button. The intercom button indicator ( $\blacktriangle$  or  $\triangle$ ) turns on.
3. Enter a line pool access code.
4. When you hear an external dial tone, dial the external telephone number.

Contact your system administrator for a list of line pool codes.

#### Internal calls using intercom buttons

1. Lift the handset.
2. Press an intercom button. The intercom button indicator ( $\blacktriangle$  or  $\triangle$ ) turns on.
3. Dial the extension number.

Contact your system administrator for a list of extension numbers.

### Answering calls

When your telephone rings and the display light flashes or when an intercom or line button indicator ( $\blacktriangle$  or  $\triangle$ ) flashes:

- Lift the handset.  
OR  
Press the button with the flashing indicator ( $\blacktriangle$  or  $\triangle$ ) before you lift the handset.

### How to hold calls

- While on a call, press . The indicator ( $\blacktriangle$  or  $\triangle$ ) for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing indicator ( $\blacktriangle$  or  $\triangle$ ).
- Calls are put on hold automatically when you switch from one line to another.

### How to mute calls

- While on a call, press to turn the microphone off. The light flashes when the microphone is off.
- The microphone remains off for your current call and all other calls until you press again to turn the microphone on.
- Use on handset, handsfree or headset calls.

## More on making and answering calls

### Handsfree calls

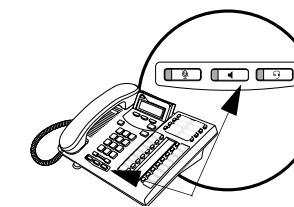
Your system administrator must enable the handsfree feature for your telephone in system programming.

- Press the handsfree button on your telephone to make or answer a call.
- To switch to handsfree when you are on a call, press the handsfree button and replace the handset. Lift the handset to switch back.

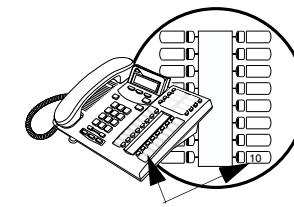
Depending on the system software, the handsfree feature will be assigned to one of these buttons on your telephone.



button 10



OR



### How to determine the handsfree button assignment on your telephone

- Press .
- If you hear dial tone, is the assigned handsfree button on your telephone.
- If the display shows **Needs Handsfree**, your system administrator must enable the handsfree feature for your telephone in system programming.
- If you hear an error tone, the handsfree feature is assigned to button 10 on your telephone.

### Headset calls

- Press to activate the headset mode. When the light is on, press a line or intercom button to make a call.
- Press to answer a call when the telephone rings or when an intercom or line button indicator ( $\blacktriangle$  or  $\triangle$ ) flashes.
- To switch to your headset when you are on a call, press and replace the handset. Lift the handset to switch back.

### Warning

Nortel Networks does not support the connection of a headset to the T7316E telephone, unless handsfree is enabled within the system programming. If handsfree is not enabled, certain call handling features may not work as intended.

## Other documents

Read the *Telephone Feature Card* for more information on using telephone features.